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4. REPRODUCTION (See Procedure Regulation Number )

A. Authorization to Request Reproduction Services

In order to implement effectively the reproduction program for the Agency, each Office head will appoint an individual or individuals, GS-7 or above, to be responsible to him for the authorization of reproduction services. The names of these authorized persons must be submitted in writing to the Chief, Administrative Services, who will also be informed in writing of any subsequent changes in the persons so designated.

B. Process - Copies

The heavy demands upon CIA reproduction facilities make it essential that the persons authorized to sign requests familiarize themselves with each type of reproduction service available, the time required for each, and the relative cost, so that the most efficient and economical process will be selected and the number of copies to be reproduced kept to a minimum.

C. Submission of Requests for Reproduction Work

All requests for reproduction work, when properly signed, will be submitted to the Chief, Reproduction Division, Administrative Services Office, for processing.

D. Requests for Reproduction Equipment

Requests for all types of reproduction equipment will be submitted thru the Chief, Reproduction Division, Administrative Services Office, and the Advisor for Management, with statement of justification.

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#### 4. REPRODUCTION

##### A. General Description of Services Available

The Reproduction Division is a service set up and staffed with technicians to handle and answer all questions and problems concerning methods and processes of reproducing or duplicating various types of material for the entire Agency. In their general classes, the following methods and processes of reproduction are available: composing, drafting, offset printing, cutting, punching, padding, perforating, binding, mimeographing, dittoing, graphotyping, addressographing, photostating, ozalid, color photography, photographic copying, photographic printing and enlarging, identification photography, microfilming and mass production of photographic prints.

##### B. Submission and Processing of Requisitions for Reproduction Services

- (1) Reproduction services can be obtained by filling out Form 36-2, "Reproduction Requisition" in triplicate (white, pink and blue). This form lists the various services, and needs only to be filled in by the requesting office and signed by an authorized employee of the office as set forth in CIA Regulation Number

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- (2) Upon arrival in the Reproduction Division, the request is reviewed and assigned a job number. The blue copy of the requisition indicating the job number is then returned to the initiating office. This copy will be kept until the job is completed and delivered so that reference concerning the progress can be obtained by calling the Reproduction Division (extension ) and giving the job number that has been assigned.
- (3) At such time as the finished work is delivered to the requesting office, the original of Form 36-2 will be signed in the space provided, evidencing receipt of the job, and returned to the Reproduction Division.
- (4) Requests for reproduction of new or revised forms will be forwarded to the Management Analysis Office for approval prior to submission to the Reproduction Division.

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ADMINISTRATIVE SERVICES

1. REAL ESTATE AND CONSTRUCTION (See Procedure Regulation No.  )

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A. Space Acquisition, Assignment, and Disposition

- (1) The Chief, Administrative Services, is charged with the responsibility for Agency space planning, acquisition, assignment, and disposition, except as otherwise specified in appropriate CIA Regulations. Negotiations normally should not be made by operating activities without prior notification to and approval by the Chief, Administrative Services.

- (2) Requests for the assignment or acquisition of real property by permit, lease, purchase, or construction will be made in writing to the Chief, Administrative Services, by Office Heads or their designated representatives. CIA Regulation No.   will be complied with when the acquisition requires Project Review Committee approval.

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- (3) The Chief, Administrative Services, will be notified in writing of assigned or leased space which may be released by a CIA activity.

- (4) Requests for the exchange of space between two or more activities of CIA will be made to the Chief, Administrative Services.

B. Utilities

All requests for utilities, with the exception of those required in buildings controlled by the General Services Administration and telephone and teletype services in the departmental area (See CIA Regulation No.  ), will be submitted to the Real Estate and Construction Division, Administrative Services Office. Ordering of such services from utility companies will be done only by the Administrative Services Office.

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## 1. REAL ESTATE AND CONSTRUCTION

### A. Acquisition of Real Property

- (1) Requests for the acquisition of real property including purchase, lease, permit, and construction; requests for renovations, alterations, improvements, and maintenance of other than departmental space will be submitted in memorandum or on Form 36-7, "Requisition for Supplies, Equipment or Service" in duplicate to Chief, Administrative Services, Attention: Real Estate and Construction Division. Such requests shall contain the following:
  - (a) Approval of respective office head or his designated representative. (Signature on original only is required.)
  - (b) Indication of project or allotment against which the obligation, if any, will be charged. (See CIA Regulation  when Project Review Committee action is required.)
  - (c) Description of requirement including purpose, quantity and type, location, period of occupancy, and other information sufficient for intelligent review or implementation and documentation for record.
  - (d) Negotiations if any, which have been taken prior to making the request.
  - (e) Name of individual most familiar with the request in the requesting office, to be contacted by Administrative Services in connection with the requirement.

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### B. Assignment, Release, or Exchange of Space

- (1) Requests for the assignment, release, or exchange of space will be submitted in duplicate memorandum or Form No. 36-7, "Requisition for Supplies, Equipment or Service," to Chief, Administrative Services, Attention: Real Estate and Construction Division. Such requests shall contain the following:

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- (a) Same as A(1)(a) above.
- (b) Quantity, type, and location of space involved.
- (c) Date space to be released will be available.
- (d) Desired date of assignment or exchange of space.
- (e) Justification for assignment, release, or exchange, including the number of personnel involved and other information sufficient for intelligent disposition of request.

C. Procurement of Utilities

- (1) Requests for all utilities, with the exception of those required in buildings controlled by the General Services Administration and telephone and teletype service in the departmental area (See CIA Regulation No.  ), will be submitted in memorandum or on Form No. X-7, "Requisition for Supplies, Equipment or Services," in duplicate to the Chief, Administrative Services, Attention: Real Estate and Construction Division.

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2. BUILDING MAINTENANCE AND UTILITIES - DEPARTMENTAL AREA (Also see Procedure Regulation No.  25X1A

A. Maintenance of and Alterations to Buildings Assigned to or Leased by CIA.

- (1) All requests for renovations, installations, and reimbursable maintenance services required in buildings assigned to or leased by CIA will be made to the Chief, Administrative Services.
- (2) Requests for maintenance services of a non-reimbursable nature may be submitted to the Building Services Officer by telephone or as otherwise appropriate.

B. Moves

Requests for moving of offices or other activities will be made in writing to the Chief, Administrative Services.

C. Parking Spaces

- (1) Allotments of parking spaces will be made in blocks by the Chief, Administrative Services, to CIA activities for reassignment to individual employees. Office heads will report to the Administrative Services Office the assignment of parking spaces to individuals.
- (2) The Administrative Services Office is responsible for the inspection and policing of parking areas.

D. Telephone and Teletype Service

- (1) Requests for telephone and teletype services will be made to the Chief, Administrative Services, in writing. A minimum period of three days for change or initial installation of telephone service is required.
- (2) Requests to utility companies for telephone and teletype services within the Washington area will be made only by the Administrative Services Office.

E. Cafeterias

The Administrative Services Office is responsible for liaison with Government Services, Inc., in connection with cafeterias operated by that organization in CIA buildings. Suggestions or complaints in connection with these cafeterias will be made to this office.

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F. Installation of Hot Plates

- (1) Hot plates may not be used in CIA buildings without the prior written approval of the Chief, Administrative Services.
- (2) No funds are available to provide adequate protective installations at government expense for non-hazardous hot plate use. There is no objection, however, to providing a reasonable number of such installations at the expense of the users, approximately \$15.00 per installation.
- (3) The Chief, Administrative Services, is charged with the proper enforcement of this Regulation.

G. Reporting of Accidents Involving Personal Injuries and Property Damage to the Public Buildings Service.

- (1) Quoted below is a memorandum received from the Office of Buildings Management, Public Buildings Service, General Services Administration:

"SUBJECT: Reports of Accidents Involving Personal Injuries and Property Damage

"Since the enactment of the Federal Tort Claims Act, a number of claims have been filed with the Public Buildings Service covering personal injuries allegedly due to accidents occurring in buildings which we operate and maintain. Investigations have disclosed that many of the alleged accidents were reported to the Chief Clerk or other Administrative officer of the Agency housed in the building, but were not reported to the Guard Office or to the Building Superintendent's Office.

"The Public Building Service is responsible, in most cases, for consideration of these claims. We would appreciate your cooperation, therefore, in directing your representatives, both in the Metropolitan Area of Washington   to report all accidents involving property damage and personal injury occurring within buildings operated and maintained by the Public Buildings Service to the Building Superintendent's Office or to the Guard Office. Such reports should be made as promptly as possible so that a full investigation may be made while the facts are still fresh in the minds of the witnesses and the evidence is still at hand."

- (2) All accidents involving property damage or personal injuries occurring within buildings used by CIA in Washington   will be immediately reported in writing to the Chief, Administrative Services, for forwarding to the Public Buildings Service.

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## 2. BUILDING MAINTENANCE AND UTILITIES - DEPARTMENTAL AREA

### A. Alterations and Installations in C A Buildings

- (1) Requests for alterations and installations in buildings assigned to or leased by CIA within the departmental area, will be submitted by authorized officials to the Chief, Administrative Services, on Form No. 36-7, "Requisition for Supplies, Equipment or Service", or by memorandum in duplicate. Signature is required on the original only.
- (2) Requests should contain specific information and justification as to the type of service required and should be augmented with drawings or sketches if practicable. Personnel to be contacted in regard to the work should also be indicated. The Building Maintenance and Utilities Division, Administrative Services Office, will provide competent engineers when required and will assist in the planning of any project if desirable.
- (3) Requests involving the physical security of an area will be forwarded to the IASO for recommendations or approval prior to action by the Administrative Services Office.
- (4) The Building Maintenance and Utilities Division will forward to the requesting office two copies of the work order submitted to the General Services Administration for the work to be performed. One copy of each such work order should be certified and returned to the Building Maintenance and Utilities Division after completion of the project.

### B. Building Maintenance Services

- (1) Maintenance services may be obtained from the Building Services Officer by telephone or as otherwise appropriate. This service consists of non-reimbursable requests such as the replacement of light bulbs, broken steps, broken window glass, linoleum, locks and windows or doors, etc. The Building Services Officer will not be contacted in regard to alterations, installations, or requests requiring reimbursement by CIA.

### C. Office and Equipment Moves

- (1) Requests for office or equipment moves will be submitted on Form No. 36-7 or by memorandum in duplicate to the Building Maintenance



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and Utilities Division, Administrative Services Office. Information regarding buildings and rooms from and to which moves are desired, number of personnel and telephone changes involved, quantities of safes and other heavy equipment to be moved, and other pertinent information should be indicated on such requests.

- (2) Requests for moves should be forwarded to the Building Maintenance and Utilities Division as far in advance as possible, as normally a minimum of three days is required to arrange for moving services.
- (3) Moving boxes and identification tags for furniture can be obtained by telephoning the Building Maintenance and Utilities Division, Extension

#### D. Parking Spaces

- (1) The Chief, Administrative Services, allots parking spaces to CIA Offices on the basis of personnel strength. These parking spaces are assigned in blocks of numbers on lots adjacent to the building in which the particular Office is located, if possible.
- (2) Parking stickers are issued for each assigned space, and duplicate stickers are obtainable upon written request for drivers in car pools. Such stickers will be displayed on the windshields of all cars parked in assigned parking spaces.
- (3) Employees desiring parking spaces will apply for same to their respective Administrative Officer.
- (4) Office heads will report to the Administrative Services Office the individual parking space assignments made, giving the name and telephone extension of employee, number and location of space, and the year, make, model and license number of the vehicle in each instance.
- (5) CIA employees who have not been assigned parking spaces should not park in CIA parking spaces. Also, the quadrangle in front of the Administration Building is reserved for visitors to the Administration Building area, and the parking spaces in this area should not be used for any other purpose. Unauthorized parking in official CIA parking spaces will be reported to the Offices to which the offenders are assigned for administrative action as deemed appropriate.

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### E. Telephone and Teletype Service

- (1) Requests for telephone services will be directed to the Administrative Services Office by memorandum or Form No. 36-7 in duplicate, indicating the type of service desired, the building and rooms in which service is to be located, and the individual to be contacted for details concerning the request. The Chief, Telephone Branch will upon receipt of same, conduct such surveys as required and determine the type of installation most economical and best suited for adequate service.
- (2) Requests for teletype services will be prepared in the same manner, but routed to the Communications Division, OSO for approval prior to submission to the Administrative Services Office for procurement of the service.

### F. Hot Plates

- (1) Hot plates or coffee makers are considered to be personal conveniences and therefore the expenditure of government funds for installation of same, which must be done in accordance with safety codes, cannot be permitted.
- (2) Requests for hot plate installations at the expense of the users may be made in writing to the Chief, Administrative Services. Upon approval, the Building Maintenance and Utilities Division will obtain an estimated cost from the General Services Administration, at which time an agreement will be signed by the requestor certifying that payment will be made by certified check or cash upon demand upon completion of the installation. Upon receipt of such agreement, the Building Maintenance and Utilities Division shall submit a work request to the General Services Administration, who will make a check of the power circuit for capacity, and install a special wall receptacle and a fireproof base for the hot plate unit. Upon receipt of the voucher from the General Services Administration indicating the actual cost of the installation, payment will be requested from the requestor and turned over to the Finance Office for submission to the Treasury Department.

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